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ABSTRACT

The story of the archival program in Wisconsin is presented in the first of these two papers. The Wisconsin archival program is rated as one of the finest in the country. It is not without problems, however, for there are too many unorganized collections and there is need for more work on county records. Budgets, staffs, buildings, and equipment comprise the basic material of any state archival program. The second paper identifies and lists the most widely accepted standards and, as far as possible, shows how and to what extent one state archival agency has met them. (Other papers from this Institute are available as LI 002962 - LI 002973 and LI 002975, LI 002976). (NH)

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[WISCONSIN STATE ARCHIVES]

By

Charles Palm

Papers prepared for the Institute in Archival Librarianship,
University of Oregon, September 22, 1969 - August 14, 1970

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The Wisconsin State Archives: A Report

Seminar in Archives
Mr. Duniway
October 28, 1969

Charles Palm

In Wisconsin, history, record-keeping and the Wisconsin State Historical Society are synonymous. Since 1853, when it was chartered by the state, the Society has assumed the major responsibility of preserving Wisconsin's past, including the collection of the state's official archives. In fact, the state archival program is only a small part of the Society's total operation. Besides the state archives, it operates a library, a museum, a division of publications, a division of research, an office of field services, and a variety of additional services which include distribution of public information, management of historical sites and markers, encouragement of local history, and programs for public schools. Of the $600,000 which the legislature appropriates for the Society, itself an official state agency, only about $25,000 goes to the archival program.[1*] Thus,

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* The footnotes are at the end of the paper.

the state archives in Wisconsin has been and still is a subsidiary of the state's historical society.

During the years between 1853 and 1907, the Society served as an unofficial depository for official state records. Many were saved during the period but by 1900 were in a confused state of affairs.[2] Efforts to set up an official archival program came to a head in 1905. In that year, the Public Archives Commission of the American Historical Association, which represented part of a general drive to improve the nation's archives, completed a study of historical records in Wisconsin. The Commission reported the confused state of the archives.

> There has been...a too frequent change of method and this makes it difficult to follow the administrative history continuously; and while there are indices for nearly every series of books, the road would often seem blind without the assistance of some old clerk who relies on memory rather than method.3

The Commission's recommendations coincided with the work of Reuben Gold Thwaites, the head of the State Historical Society, and formed the basis for the 1907 state archives act. The state granted the Society authority to act as the "permissive depository for state records."[4] This represented, however, only a modest beginning, for neither the control over the governmental agencies that produced the records nor the authority to destroy records of little value was granted.[5]

The inherent weaknesses in the program were pointed out in a 1918 report on the state archives by Theodore C. Blegen. As he outlined them, the most pressing needs were more space for storage; the removal of dead records from the state agencies, whose methods

were unscientific and where records were unaccessible; and the granting of authority to destroy valueless records.[6] The report had little effect, and without additional space the archival program could do nothing but stall.[7]

No substantial activity occurred again until the 1930's, when the New Deal implemented the Historical Records Surveys. The survey of Wisconsin records stimulated the flow of local, county, and state records into the Society. Among the state records were the papers of the governor's office, 1836-1910; parts of the secretary of state's office; and the original bills of both houses of the legislature, 1836-1887.[8]

Although the Historical Records Surveys generated new interest and knowledge about state archives in Wisconsin, no new legislation was passed to overcome the weaknesses of the 1907 act. By 1947, however, pressures to improve the archival program had mounted from many sides. The State Bureau of Purchases expressed alarm over the waste of office space and equipment used to house useless material. The State Historical Society, although helpless to dispose of or adequately control the state records because it lacked authority, expressed concern over its legal responsibility for the archives. Even the governor's imagination assumed new life when he learned that the state in its centennial year 1947 did not possess an original copy of its own constitution.[9]

The state archives act of 1947 accomplished two things. First, it provided for the destruction of useless records; and, secondly, it set up a satisfactory and responsible means of authorizing the destruction. Full authority to determine whether

certain records could be destroyed or retained was vested in an independent, three-man committee, the Committee on Public Records. Its members included the attorney general, whose special concern would be judicial records; the state auditor, who would be concerned with the state's business records; and the director of the historical society, who could be expected to protect records of historical value. The state archivist was the working-horse for the Committee. Once a state agency requested permission to dispose of some of its records, the state archivist would evaluate the records involved and then submit a report containing his recommendations to the Committee.[10]

Besides a way of getting on top of the state's archival material, the procedure for disposal set up in 1947 had two good features. The preliminary screening by the archivist at the source of the records eliminated an unnecessary transfer of records to the permanent archives. The procedure also promoted direct contact between the archivist and state agencies, allowing the former to make suggestions on records management to the latter.[11]

Ten years later, in 1957, another change in the state's archival program occurred. Curiously, jurisdiction over the archives was removed from the State Historical Society and was placed under the Executive Department, Bureau of Purchases and the Department of Administration, Bureau of Management. One possible reason for the change is that the state agencies felt that the state archivist and the Society possessed too much influence

over the state records.

The state archives remained apart from the Society for only three years. The archives act of 1960 effected what is now the state's archival program. The new legislation returned jurisdiction over the archives to the Society. The Committee on Public Records was retained, but the State Archivist no longer acts as the Committee's only executive secretary. This function is shared with a new officer, the Records Management Supervisor, who was placed under the Department of Administration.[12] The Supervisor works with the state agencies in preparing the authorization for disposal. The authorization consists of a statement of the nature of the records and a recommendation as to how long they should be kept in the agency's office. Once it is determined that records may leave the agency's office, the State Archivist then makes his recommendation as to whether or not the records are preserved or destroyed. Final confirmation of the reports of both the Supervisor and the Archivist come from the Committee on Public Records.[13] As a rule, less than five per cent of the records reviewed by the Committee are valuable enough to warrant preservation as archives.[14]

This procedure is best for both the state and the Society. It gives the state through the Management Supervisor more practical control over its records. In addition it relieves the Society of some of the legal responsibility, preventing any possible embarrassment or legal difficulty in the event of the destruction of a valuable record. The new legislation also creates a new useful

office, for the Records Management Supervisor is more than a middle man. He is a technician, skilled in the new technology of records storage and systems, and he should help to automate record-keeping in Wisconsin.

As a result of the 1960 legislation, the Society reorganized its archival and manuscript offices. On January 1, 1962, the newly formed Division of Archives and Manuscripts assumed control over the Archives, the Manuscript Library, the McCormick Collection, and the Mass Communications History Center. Keeping the state's archival and manuscript collections together is one of the main advantages of having state archives under the supervision of an historical society. It eliminates disputes that usually occur elsewhere between state archives and competing independent historical societies.[15] It also means that the state's valuable papers can all be catalogued and indexed according to the same system.[16]

Since 1965, all of Wisconsin's archival records have been stored together in the American History Library, which in that year became the latest addition to the Society's main building. The new quarters of the Division of Archives and Manuscripts includes a reading room, administrative offices, and extensive work space for the Division's fourteen staff members.[17] Before the addition, however, some of the archives were located at the records center in the state office building and in the basement of the Capitol, while space at the Society's main library where most of the archives were housed had vanished.

The holdings of the state archives is large. As of 1966,

the Division had accessioned over 1,800 record series from 63 state agencies, totaling about 20,000 cubic feet. The archives date back to the formation of the Wisconsin Territory in 1836 and pertain to every aspect of Wisconsin history. Some of the larger record groups include those of the Executive Department, Secretary of State, State Treasurer, Public Service Commission (or Railroad Commission, as it was called), and State Department of Welfare.[18] An excellent, up to date guide to the archives, edited by David Delgado and published by the Society in 1966, provides a brief description of each series, a short history of each state agency, and in the back an index to the subject matter covered in the archives. The State Archivist, F. Gerald Ham, has described the guide as "one of the first modern state finding aids to state records."[19]

The holdings of the manuscript section include some of the richest collections in the country. As of 1967, the assembled manuscript collection contained 8,022,600 unbound pieces and 11,947 bound volumes.[20] The section is especially strong in the history of the Old Northwest, the history of labor, the history of American science, mass communications, race relations, and business and urban history.[21] Most recently, the Manuscript Section has acquired the Cyrus McCormick Collection and the archives of United Artists, making it strong in agriculture and motion pictures.

Use of the Manuscript Section by patrons is and has alwyes been greater than the use of the Archives Section. However, while the number of daily registrations for use of manuscripts has stayed about the same over the last few years, the number for use

of archives has increased. For example, registrations for use of manuscripts since 1965 have consistently been around 3,000; and those for use of archives has jumped from 301 in 1965, to 543 in 1966, and to 762 in 1967.[22] The improved means of using the archives, particularly the recently published guide book, accounted for some of the increase. Even more instrumental, however, has been the discovery among researchers that the archival holdings often complement the manuscript holdings. At Wisconsin this is especially true. For example, the subject of agriculture and land, which is well covered by such manuscript collections as the Moses Strong Papers, the Cyrus Woodman Papers, and the McCormick Collections, is also covered by the records of the Treasury Department pertaining to sale of state land. The Society's extensive manuscript collections of banking activities are also complemented by the Treasury Department records.[23] For the scholarly researcher, nothing could be more ideal than a state archival program which is administered by the state's manuscript collecting agency.

Besides the archival program at Madison, the Division in cooperation with the state university system has undertaken a remarkable program in collecting and organizing the state's county and local archival material. At eight branches of the university system, space has been allotted for the storage of records of counties surrounding the college, the manuscripts and archives of persons and corporations in the area, and the archives of the branch university itself. Since 1961, the program

has proven to be a success, and apparently the factor most responsible for it was the close, harmonious relationship between the Society and the university system.[24] Before 1961, when the universities first acted as depositories, the Division attempted to use regional depositories, set up in public libraries, county offices, and in some cases local colleges. This operation begun in 1949 had very little life to it. In fact, the main reason for its existence at all was merely to relieve the Society of local records which were consuming space in its library.[25] Its consequence, however, was to create "places of dead storage for voluminous collections, occupying space that participating libraries needed."[26] The solution to the problem was finding an agency which could make use of these materials, which would have facilities for storage and provide access, and over which some centralized control could be administered from the Society. Such an agency was the state university.

The state university both needed the archival materials and could serve as an excellent collecting agency. During the 1960's the university branches greatly expanded their programs in graduate education. As a consequence, they needed research materials. Acting as archival depositories, or Area Research Centers, as they are called, this need was provided for.[27] In addition, a loan system allows each center to borrow from one another or from the Society.

The effectiveness of the university branches as means of controlling and enlarging upon the records of the state was also

demonstrated. Maintaining control by the Division of Archives over the centers' collections is easy under the system. The centers are prompt to send records to Madison where they are either organized and returned or if valueless destroyed. Communication between the Division and the universities is easy, because as professionals they both speak the same language. Records are well cared for at the centers, and the centers have been active in collecting additional records and manuscripts and in providing leads facilitating the Divisions's own collecting efforts.[28]

In only eight years, the holdings of the Area Research Centers have grown in both quantity and quality. Total holdings as of 1968 include 557 manuscript collections and 1,733 series of county and local archives.[29] In addition most centers hold printed materials relating to their areas and microfilms of local newspapers. The center with the richest holdings is the one at Milwaukee, which among other things includes the archives of Milwaukee-Downer College, extensive records of the city's financial history, and the papers of a Wisconsin Supreme Court Judge. The River Falls Center has strong collections pertaining to the history of electrical power in western Wisconsin, local church history, and diaries relating to town life in the nineteenth century. The Eau Claire and LaCrosse Centers have exceptional lumber company records dating back to 1856. All of the centers, of course, hold the archives of the university branch where they are located.[30]

Unlike their predecessors, the Area Research Centers are not

depositories for dead storage. Use of the centers has been on the increase since their inception. From 1966 to 1967, daily registration for all eight centers increased 50% to total 1,744.[31] The registration for 1968 increased to 1,998.[32] The use of the loaning system also showed an increase, from 39 loans in 1966 to 138 in 1967.[33] The centers have demonstrated such promise that many have employed either part-time or full-time professionals. An even better indication of their success is that at least in two states, Michigan and Illinois, the program as served as a prototype for development of similar centers.[34]

The story of the archival program in Wisconsin in all its phases has been one of success. Once the Society gained wide-spread support in the state towards the end of the last century, the program was assured of success. The acceptance of the Society as both a state agency and an independent organization by the state enabled the Society not only to assume responsibility for the state's archival records in 1907, but to remain strong and vibrant while doing so. It was only a matter of time and circumstances before full powers to act as the state archives was granted. After this came in 1947, additional steps forward followed. In 1949, county and local records could be placed in the Society. In 1961, the project establishing the Area Research Centers was begun. In 1962, the Division of Archives and Manuscripts was set up; and in 1965, the Division moved into its own private quarters. Now, the Wisconsin archival program is rated one of the finest in the country. To affirm this fact, the Society of American

Archivists in 1967 presented the Division an award "for outstanding service to the American people and exemplary contributions to the archival profession." For the Division's special contributions, the award cited "the comprehensive nature of the archives-manuscripts program, the extensive guide publications, and the development of the Area Research Center system."[35] The program is not without its problems, of course. There are too many unorganized collections, and there is need for more work on county records.[36] On the whole, however, the award by the Society of American Archivists was well-deserved.

FOOTNOTES

1. Mary Givens Bryan, "Trends of Organization," American Archivist, XXI (1958), 37-42.

2. Clifford L. Lord, "The Archival Program of Wisconsin," American Archivist, XII (1949), 244.

3. Theodore C. Blegen, A Report on the Public Archives (Madison, 1918), 68.

4. Lord, op. cit., 245.

5. Ibid., 245.

6. Blegen, op. cit., 69-94.

7. Clifford L. Lord and Carl Ubbelohde, Clio's Servant (Madison, 1967), 221.

8. Ibid., 329-330.

9. Lord, op. cit., 245.

10. Ibid., 245-246.

11. Ibid., 247.

12. Ernst Posner, American State Archives (Chicago, 1964), 302.

13. Richard A. Erney, "The Archives of Wisconsin," Wisconsin Magazine of History, XLVIII (1964), 180.

14. Ibid., 180.

15. Posner, op. cit., 247.

16. Ibid., 247-248.

17. Leslie H. Fishel, Jr., "The Building Addition, The Archives-Manuscript Library," Wisconsin Magazine of History, XLIX (1965), 100. The fourteen staff members include the State Archivist, four members in the Archives Section, seven in the Manuscript Section, and two in the Mass Communications History Center. See, Wisconsin State Historical Society, "Proceedings, 1966-67," Wisconsin Magazine of History, LI (1967), 92.

18. David J. Delgado, ed., Guide to the Wisconsin State Archives (Madison, 1966), v.-ix.

19. Wisconsin State Historical Society, "Proceedings, 1966-67," Wisconsin Magazine of History, LI (1967), 72.

20. Wisconsin State Historical Society, Annual Report, Division of Archives and Manuscripts, 1966-67 (Madison, 1967), 25.

21. Posner, op. cit., 299.

22. Wisconsin State Historical Society, Annual Report, Division of Archives and Manuscripts, 1966-67, op. cit., 25.

23. Roy N. Lokken, "Research in Wisconsin State and Local Archives," Wisconsin Magazine of History, XL (1956), 115-116.

24. Richard A. Erney, "Wisconsin's Area Research Centers," American Archivist, XXIX (1966), 13-14.

25. Ibid., 12.

26. Ibid., 13.

27. Ibid., 14.

28. Ibid., 17.

29. Wisconsin State Historical Society, Annual Report, Division of Archives and Manuscripts, 1967-68 (Madison, 1968), 11.

30. Erney, "Wisconsin's Area Research Centers," op. cit., 20-21.

31. Wisconsin State Historical Society, Annual Report, Division of Archives and Manuscripts, 1966-67, op. cit., 26.

32. Wisconsin State Historical Society, Annual Report, Division of Archives and Manuscripts, 1967-68, op. cit., 29.

33. Wisconsin State Historical Society, "Proceedings, 1966-67," op. cit., 71.

34. Wisconsin State Historical Society, "Proceedings, 1963-64," Wisconsin Magazine of History, XLVIII (1964), 83.

35. Wisconsin State Historical Society, "Proceedings, 1966-67," op. cit., 70.

36. Ibid., 72.

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Standards for Budgets, Staffs, Buildings, and Equipment for State Archives and Their Application to the Wisconsin State Archives

By

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Seminar in Archives 507

Mr. Duniway

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Budgets, staffs, buildings, and equipment comprise the basic material of any state archival program. To qualify as a success, a program must meet recognized standards for these four basic elements. This paper will attempt to identify and list the most widely accepted standards and, as far as possible, to show how and to what extent one state archival agency, the Division of Archives of the State Historical Society of Wisconsin, has met them.

As a rule, the quality of any state's archival program depends directly upon the size of its budget. A review of state archival programs and the size of their budgets generally reflects this. Ernst Posner's survey of state archives shows that states such as Pennsylvania, Illinois, North Carolina, and Oregon, which have good programs, also have large archival budgets, relative to those of states with similar size and poorer

programs.[1*] Budget figures for some states, however, are not comparable. This is true of Wisconsin, where the state archives are housed in the building of the State Historical Society. Expenses for heat and light, general supplies, and office equipment used by the archives are included in the Society's budget. Only such items as personal service and archival supplies and equipment are included in the list of expenses for the archives. Consequently, the budget for the Division of Archives and Manuscripts totaled $106,215 for 1963, only $31,311 of which represented the budget for the Archives Section.[2] Wisconsin has a better program than indicated by this figure, which is comparable in size to those for Ohio, Oklahoma, and Texas, states with inferior programs.[3]

A more reliable indication of the quality of Wisconsin's program is the salary level for the professional archivists who run it. The 1963 salary range for archivists with supervisory responsibility at Wisconsin was $8,000 to $10,000.[4] This equals the salary levels in states which have exceptional programs. For example, the salary level for the same positions ranged from $7,980 to $10,440 at Illinois, from $8,220 to $10,140 at Oregon, and from $7,656 to $12,000 at North Carolina.[5] In states which have recognizably poorer programs the salary levels are correspondingly lower. At Ohio the State Archivist's salary ranged from $6,800 to $8,280; at Oklahoma, from $8,100 to $9,000; and at Texas, from $7,080 to $8,628.[6]

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* The footnotes are located at the end of the paper.

Mainly responsible for strong public support for the archives program in Wisconsin is the State Historical Society. The Society's own success and its continuing public relations programs guarantee high budgets both for itself, as its 1963 state grant of $607,099 indicates, and for the Division of Archives which it manages. Association with the Society, however, incurs one disadvantage, in so far as the Division's budget is concerned. Lacking independent status in the government of the state, the State Archivist necessarily depends upon the Society to secure adequate funds for archives. The budget for the Division is incorporated in the Society's budget, which the Director of the Society prepares and defends before the Governor and the Joint Finance Committee of the Sate Legislature.[7] Cordiality between the Director and the State Archivist and a healthy, popular historical society, thus, become the contingencies upon which the success of Wisconsin's archival program rests.

According to Ernst Posner, independence in preparing and defending his budget is something every state archivist should have.[8] For the moment dependency does not threaten the budget for archives at Wisconsin. The State Historical Society in no way is losing public support, and up to now its directors have always felt a special responsibility for the preservation of the state's official archives. Nevertheless, some reform may be in order. Allowing the State Archivist the right to defend his budgetary requests before the Director of the Society,

with appeal to the Department of Administration, might obviate any future difficulty caused by the Archivist's low status.

Besides the budget and level of salaries, the size and quality of an archives' staff is a fair indication of a successful program. Like all state archives, Wisconsin's could use additional staff. The reports fo the Division repeatedly tell of backlogs of unorganized archives.[9] The program to evaluate local records for the Area Research Centers suffers especially; instead of comprehensive service, the Division proceeds on an ad hoc basis, responding only when requested to.[10] On the other hand, the staff of the Division of Archives and Manuscripts has steadily increased in size. From eight in 1963, of which two were in the Archives Section,[11] the staff now includes sixteen, of which four are in Archives.[12]

The staff at Wisconsin is an especially active one. Members are well-trained, and part-time help is made up mostly of graduate students at the Universeity.[13] Participation at professicnal conventions is high. At the 1968 annual meeting of the Society of American Archivists at Santa Fe, were six people from the Division. Three participated actively, reading papers or otherwise, and three occupied places on committees of the Society. Members of the staff also regularly attend meetings of the American Historical Association, the Organization of American Historians, and the Wisconsin Library Association, as well as various conferences and institutes concerned with archives.[14] At home, the staff takes an active part in its archival program. David Delgado,

for example, recently published a guide to the Wisconsin State Archives which was generally recognized as an outstanding work. In addition, Josephine Harper is preparing entries for a new edition to Alice Smith's Guide to Manuscripts Collections, originally published in 1944.[15]

Several favorable conditions at Wisconsin have helped to induce activity among the staff. Good salaries and civil service status, the two factors named by Posner which help to recruit qualified people, are the first among them.[16] In addition, the presence of the University of Wisconsin and an active historical society encourage research and publication. Moreover, a position on the staff of the Division of Archives is a useful key to advancement in the field. One staff member of the Division, for example, was recently chosen to head up "a major and rapidly growing manuscripts collection at Syracuse University."[17]

The physical facilities of the Wisconsin State Archives are located in the State Historical Society building. The Division of Archives and Manuscripts occupies its own separate quarters in the building. They comprise most of the new addition to the Society's building, opened in 1965. The addition added 41,000 square feet to the building, representing an increase of 75% to the original floor space.[18] The quarters for the Division include a large reading room, administrative offices, separate workrooms, and stacks which are reserved exclusively for archives and manuscripts.[19] Prior to 1965, the archives were housed together with the main collections of the Society--a wholly inadequate

situation. Space had been so scarce that some archives were stored in various Capitol buildings. Indeed, the ruling factor behind the establishment of the Area Research Centers throughout the state was the need to remove local records from the state archives, making room for more state records.[20]

The facilities for the Wisconsin State Archives meet most, but not all of the standards generally recognized by writers in the field of archival buildings. The standards, many of them unique to archival buildings, can be grouped into three catagories--those for choosing the building site, those for making the building compatible with archival functions, and those for protecting archives from special dangers.

Georg Winter has named five standards for choosing a site for an archival building. An archives should be near the agencies with which it must deal, near cultural and research centers, near the center of public life, away from fire-threatening establishments, and away from places that would be dangerous in time of war or public disorder.[21] An additional factor which should always be considered is the potential for further building expansion.

Except for its limited potential for expansion, the State Historical Society building is situated in an ideal place, as far as the Division of Archives is concerned. The building is on the campus of the cultural and research center of the state, namely the University of Wisconsin. It is in Madison, the capital, and not far from the Capitol grounds, so that dealing with state

agencies is not difficult. There are no fire-threatening establishments nearby, and Madison is no prime military target. The only shortcoming of the location is its limited space for further building expansion. The latest addition extended the building the full length of the block, so that it is now surrounded by three streets. Moreover, the Univerity is a strong competitor for the remaining campus space. For the immediate future, however, the present building with its new addition will adequately house the state records.

Once the site is chosen, the architect must be made aware of the special functions of an archives, since they will require him to adopt special building features. An ordinary building will not do. Special requirements for archives involving sunlight, temperature and himidity, weight loads, space allocation and arrangement, and fire and security protection forbid it. Those state archives that occupy ordinary state office buildings or war memorial buildings receive very low ratings from the critics.[22] The Wisconsin State Archives, while they do not occupy a separate building, do occupy a separate part of a building which, itself a library, has many of the same characteristics of a purely archival building.

Control over temperature and humidity is the easiest feature to establish; modern air conditioning equipment meets the problem. Constructing buildings strong enough to hold the heavy weights of archives is also relatively easy. Special efforts, however, should be taken to inform the architect

of this requirement, since its oversight could have disastrous consequences.[23] Control over the ultraviolet rays of sunlight is easily attained by eliminating windows from stack areas. In Europe, where windowless buildings are still anathema, architects have made extensive use of glazing and some use of building designs which call for windows concealed from the sun.[24]

The requirements for the proper allocation of space results in the most visible of the special features of an archival building. Space must be allocated in order that all functions of an archives can be carried out. A major function, of course, is storage. Consequently, an unusually large area will be stack area. According to one authority, 60% of an archival building is stack area, compared with 20% for an ordinary library.[25] What is not stack area should be allocated to accommodate the other archival functions. Space should be allowed for a receiving area with cleaning facilities and a fumigating vault, for photographic and document repair rooms, for staff workrooms, for administrative offices, for a reasearch room for patrons, and for an entrance hall for exhibits.[26] The quarters for the Wisconsin State Archives provides adequate space for these functions. Separate rooms are available for workers and researchers, and the stack area is large enough to house all the state's archives in one place.[27]

Arrangement of space is as important as its allocation. All stack areas should be accessible at a central point rather than dispersed throughout a building. The delivery room, workrooms,

and stacks should be in close proximity and in a logical arrangement for efficiency in working. Consideration for the patron should also be exercised in situating the research rooms and administrative offices.[28]

A final set of building standards for archives involves protecting archival records from their enemies. One of the worst enemies against which building precautions can be taken is fire. Fire precautions for archives are of two types--those that prevent fire damage altogether and those that limit damage once a fire is out of hand.

The most obvious precaution against a fire ever getting started is the use of fireproof construction materials, and most new buildings of all kinds are made with them. Fire extinguishing equipment and fire detection devices necessarily supplement the fireproof walls. A liberal supply of ordinary carbon dioxide extinguishers is the best choice among various fire-fighting equipment; the new sprinkler systems not only can cause water damage more serious than can the fire they fight, but also can be set off accidently.[29] The best fire detection device for archives is the type that indicates a change in the air-composition produced by fire-emanating gases rather than the type that indicates a temperature rise. Burning paper gives off more smoke than heat.[30] An added advantage to the gas detecting device is its ability to detect cigarette smoke, which if advertised would probably stop most violations of smoking restrictions.[31]

A second type of precaution limits fire damage once the fire is out of hand. Measures of this type all attempt to close off the various parts of an archives from each other in ways that prevent fire from spreading. According to Luis Belda, the stack areas and working areas should be "in two completely independent units connected by service corridors, with masonry walls and fireproof doors between the two."[32] Working in the stacks is both out of style and potentially dangerous. In addition, in large archival establishments with several stack areas, the areas themselves should be limited in size. According to standards set by the National Fire Protection Association, a stack area should be no larger than 40,000 cubic feet.[33] If an archival building has two or more floors, experts also recommend complete isolation of one floor from another. This can be accomplished by constructing outside stairways and elevator shafts equipped with fireproof doors.[34]

Besides an adequate budget, and active and well-paid staff, and a well-constructed building, a good archives must have proper equipment. The necessary equipment for fire protection has already been mentioned. Other special equipment for archives includes archival boxes and stacks which provide easy access and best use of available space, fumigating equipment, equipment for embedding fragile documents between sheets of tissue and acetate foil, and photoreproduction equipment.[35]

On the whole, the Wisconsin State Archives receives good ratings for meeting most of the standards involving budgets,

staffs, buildings, and equipment. Its budget is a good one, although the State Archivist should have more to say in establishing it. Its staff receives competitive salaries and staff members have security in their jobs. The Division could use additional qualified help, but those they have are very active. Its building and equipment facilities are adequate, even though they do not entirely measure up to the ideal in archival standards.

FOOTNOTES

1. Ernst Posner, American State Archives (Chicago: University of Chicago Press, 1964), appendix B.

2. Ibid., p. 297.

3. Ibid., pp. 219, 224, 268.

4. Ibid., p. 298.

5. Ibid., pp. 100, 226, 204.

6. Ibid., pp. 215, 222, 265.

7. Ibid., p. 297.

8. Ibid., pp. 314-315.

9. State Historical Society of Wisconsin, Annual Report, Division of Archives and Manuscripts, 1967-1968 (Madison: State Historical Society of Wisconsin, 1968), p. 5. See also, State Historical Society of Wisconsin, Annual Report, Division of Archives and Manuscripts, 1966-1967 (Madison: State Historical Society of Wisconsin, 1967), p. 19.

10. State Historical Society of Wisconsin, Annual Report, Division of Archives and Manuscripts, 1967-1968, op. cit., p. 6.

11. Posner, op. cit., p. 298.

12. State Historical Society of Wisconsin, Annual Report, Division of Archives and Manuscripts, 1967-1968, op. cit., p. 23.

13. Posner, op. cit., p. 297.

14. State Historical Society of Wisconsin, Annual Report, Division of Archives and Manuscripts, 1967-1968, op. cit., pp. 2-3.

15. Ibid., p. 4.

16. Posner, op. cit., p. 355.

17. State Historical Society of Wisconsin, Annual Report, Division of Archives and Manuscripts, 1967-1968, op. cit., p. 2.

18. "Academic and Special Libraries," Wisconsin Library Bulletin, LXIII (1967), p. 164.

19. Leslie H. Fishel, Jr., "The Building Addition, the Archives-Manuscript Library," Wisconsin Magazine of History, XLIX (1965), p. 100.

20. Richard A. Erney, "Wisconsin's Area Research Centers," American Archivist, XXIX (1966), p. 12.

21. Georg Winter, "Gedanken uber einen Archiv-Naubau," Archivum, VI (1956), p. 93. Sited in Victor Gandos, Jr., "Archival Buildings--Programing and Planning," American Archivist, XXVII (1964), p. 468.

22. Gandos, "Archival Buildings--Programing and Planning," op. cit., p. 475.

23. Posner, op. cit., p. 355.

24. Luis Sanchez Belda, "Construction of Archives Buildings in the Last Ten Years," Unesco, Bulletin for Libraries, XVIII, no. 1 (1964), p. 26.

25. Gandos, "Archival Buildings--Programing and Planning," op. cit., pp. 478-479.

26. Posner, op. cit., p. 355.

27. Fishel, op. cit., p. 100.

28. T. R. Schellenberg, "Modern Archival Buildings," Archivum, VI (1956), p. 90.

29. Victor Gandos, Jr., "Collaboration between Archivists and Architects in Planning Archives Buildings," in National Archives, Buildings and Equipment for Archives (Bulletin, no. 6; Washington, D. C., 1944), p. 18.

30. Belda, op. cit., p. 24.

31. Ibid., p. 24.

32. Ibid., p. 22.

33. Victor Gandos, Jr., "American Archival Architecture," American Institute of Architects, Bulletin, I (1947), pp. 30-31.

34. Belda, op. cit., p. 22.

35. Posner, op. cit., p. 321.

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